
The Leverhulme Trust

1 Pemberton Row London EC4A 3BG

2010 Leverhulme Major Research Fellowships

Leverhulme Online Application Navigation Notes

Important

Please read the [Major Research Fellowships](#) Scheme Leaflet and Help notes downloadable from our main website before starting your application.

Contact Us

If your query is not answered by either of these you are able to email your query to us by selecting the *Contact Us* link at the top of the application page. Additionally, if you are experiencing any technical problems please use this email link. The Trust will endeavour to answer all queries within 2 working days.

Registration

You will need to register with the on-line system accessible via the Trust web site to access the Major Research Fellowships application form (or other Leverhulme electronic application forms). Once you have registered you will be able to access your application/s at any time. Relevant registration fields will be carried over to any applications you make. These fields will appear greyed out in the application, and if you wish to edit these details please access them via the Registration Details link at the top of the application page.

Home page

This page will show all the applications you have started, when you started them and their present status.

Sections Navigation

To enter your application details please navigate through each section by clicking the links on the left hand side. The page you are on will be highlighted in red. Your details will be saved every time you move on to a new section.

Uploading documents

You are able to upload either word document or a pdf document. When uploading documents please add your name and document title (i.e. research proposal) at the top of each page. If you want to change your uploaded document you are able to save this by uploading it on top of the unwanted document.

Please use Times New Roman or Arial font size 10 on all uploaded documents.

Please check your uploaded document using the view/print function before you submit your application.

Entering email addresses

It is essential that you enter accurate email addresses where requested. Failure to do so may cause delays in your application being processed.

Actions:

Save Now –This will save the details that you have entered on to the page. As mentioned above you can also save your page details by clicking to another section.

Verify –This page will tell you the mandatory fields that you still need to fill in before you are able to submit. You can also open this up as a pop-up box enabling you to view the verification box and the application form at the same time. Once you have completed all the mandatory fields a submit button will appear. If you have exceeded the character, word or page limits specified you will be notified of this when you attempt to verify the application.

View/Print – Converts your application into a pdf. Please print a copy of your application when completed and check the details carefully before submitting it. Please note that you will not be able to edit your application once you have submitted it for institutional approval or after institutional approval.

Help Notes

In addition to the detailed printed notes there are also brief help notes for each page and each field in that page at the top of every on-line section.

Timing out

You will be automatically be logged out if you haven't saved or moved on to another page within 30 minutes. The unsaved information will be lost. You will need to log back in to continue.

Submission

After you have completed the form select **Verify** in the bottom left hand corner. If you have completed all the mandatory fields correctly a submission button will appear. You will then be able to submit your application for institutional approval. Once the application is submitted it will not be possible for you or the host institution to edit it. Applications must be approved by an Administrative Officer on behalf of the institution. It is your responsibility to ensure that you complete your application in time for the host institution to process it. The Trust strongly recommends that you submit your application for institutional approval at least **five** working days before the closing date of 4pm on 7 May 2010. Late applications cannot be accepted. Once you have submitted your application you will receive a confirmation e-mail.